

III. A.

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: April 25, 2005
TIME: 4:00 p.m.
LOCATION: Eastwood Branch Library
Meeting Room – Lower Level
1112 Gayle Street
Kalamazoo, Mi 49048

President Godfrey called the meeting to order at 4:04 p.m.

PRELIMINARY BUSINESS

Roll Call: Trustees present: Donald Brown, Lisa Godfrey and James VanderRoest.
Absent: Cynthia Addison, Robert Brown, Amy DeShon, Loren Dykstra

Approval of Agenda: The agenda was approved as presented.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Communication

President Godfrey indicated an e-mail communication was received earlier in the day from Amy DeShon who has accepted a position in Midland, MI, effective May 9 and that she would be resigning from her position on the KPL Board of Trustees. She also mentioned Cynthia Addison was out of town and that Robert Brown was unable to attend for personal reasons.

Disposition: Trustees received the information.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the March 28, 2005 Regular Meeting
- B. Personnel Items – no items

Disposition: The board accepted the Minutes of the Meeting of March 28, 2005 as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending February 28, 2005

Since there was not a quorum, the financial reports will be held until the May meeting.

V. REPORTS AND RECOMMENDATIONS

A. Tactical Plan

Executive

Summary:

Traditionally the KPL “Tactical Plan” comprised one calendar year. Management Team discussed the various emphases for the year and determined the ones to be set as strategic objectives within the five ongoing, basic goals. The board received the Tactical plan document for information as the work plan for the upcoming calendar year in December.

A disadvantage of this timing has been that it is different than the July-June fiscal year. Beginning the tactical plan in January results in no funding for any strategic objectives that have a direct cost from January to June.

It makes sense to link the tactical plan and the budget more closely and directly. There is strong support from the management team for changing the tactical plan year to agree with our fiscal year. We would then discuss strategic objectives in March and April as we are working on budget. The budget request would reflect the strategic objectives. Both documents would go to the board in the May-June time period and both would be effective July 1.

Another change supported strongly by managers is to drop the ongoing objectives in the Tactical Plan and include only the five basic goals and the strategic objectives related to them for the year. The ongoing objectives have been uneven. Many of them reflect our ongoing basic activities, but not all ongoing activities are included. In place of these ongoing objectives, each department would write a work plan to summarize its ongoing, basic work. Although it would be reviewed annually, generally it would not likely change from year to year.

In order to implement this timetable change, the end date of the current tactical plan would move from December 31, 2005 to June 30, 2006. That would mean the current tactical plan would be in place for eighteen months rather than the usual twelve.

This additional six months would allow some “recovery” time. Most of the current tactical plan was written before we knew there would be a change in the directorship. Determining and implementing the reorganization was added, but specifics hadn’t yet been determined. That implementation is still in process and has delayed some work on other strategic objectives. Also, as usual, the budget has not been in place to fund some of the objectives. The additional six months will provide some “catch-up” time, and provide time to work on the departmental work plans.

Disposition: There were no objections; trustees accepted the information. The timing and format of the Tactical Plan will be changed as described by the director.

B. President’s Report

Presentation:

President Godfrey addressed three issues.

1. The contract with the County for the law library expires December 31, 2005. The contract requires at least 180 days notice for contract notification. L. Godfrey has written to the chair of the county board indicating the library board’s desire to renew the contract by rolling over the current provisions. This is consistent with the conversation on this subject at the recent board retreat regarding budget items. She will apprise the board when a response is received.

2. The bylaws state the director’s contract should run from July 1 – June 30. Since Ms. Rohrbaugh was hired in December, it needs to be considered whether her contract should run

from date of hire, which would require a bylaws change and cause the same fiscal disconnect as was a problem with the Tactical Plan, or consider changing her contract to coincide with the fiscal year and now the Tactical Plan. Those present felt the contract should be amended to run from July 1 – June 30. Ms. Godfrey will talk with Ms. Addison, Chair of the Personnel Committee, about this matter. If the contract is changed, Ms. Rohrbaugh will be asked for director's goals that coincide with that time frame.

3. Ms. Godfrey said she did a brief review of the statute in light of Ms. DeShon's resignation from the board. Her seat will be filled by majority vote for the duration of her unexpired term, until June of 2007. She has not yet had time to talk with legal counsel. She plans to do that and return with more complete information at the May meeting.

Disposition: The trustees received the information.

C. Eastwood Branch Library – Oral Report from Teresa Rakowsky, Eastwood Lead Librarian

Presentation: T. Rakowsky reported on the history of the branch, and the services and programs offered.

Disposition: Trustees received the information and thanked T. Rakowsky for her report.

E. Reading Together – Oral Report from program coordinator Joan Hawxhurst

Presentation: Although J. Hawxhurst indicated she did not have final numbers to share, she said 115 organizations hosted or supported this year's Reading Together program; she was particularly pleased that all but one library in Kalamazoo County made a financial contribution to the program. Faith organizations were new participants this year. If anything, next year we will need to limit some of the programming – since there were so many opportunities for involvement this year participation was somewhat diluted. She also presented a slide show for trustees of pictures from the various Reading Together programs and events.

A Kalamazoo Community Foundation evaluator has committed to assisting us in assessing the impact of the Reading Together program on the community as part of the Foundation's "Better Together" initiative.

VI. COMMITTEE REPORTS

Finance & Budget Committee – Mr. VanderRoest reported the committee plans to meet May 11 to review the proposed 2005/2006 budget.

Personnel Committee – No report.

VII. OTHER BUSINESS

A. Directors Report

A. Rohrbaugh provided expanded information on several items from her written Director's Report. She noted the Friends' of KPL continued generosity. Recently approved was \$5080 for staff requested mini-grant projects, \$44,500 for various projects on a "wish list" submitted by management, and in addition, they set aside \$4,500 to start a scholarship fund for library employees who wish to obtain a degree in library science.

Marti Fritz, Community Relations Manager, reported on her recent trip to New York to testify against the CEO of Program Corporation of America who is being prosecuted for over 60 counts of fraud including their failure to book James Earl Jones for KPL.

The director also pointed out that another element of reorganization will occur in July. The Ready to Read staff and office will report to Susan Warner, Head of Youth and Branch Services rather than to Mary Doud, Deputy Director.

She also indicated we have revised our registration form and procedures and will no longer collect social security numbers.

In answer to some questions related to the recent water damage at Washington Square Branch Library, the director said this is the first time we have had problems since we did extensive work to correct flooding 10 years ago. It seems the current problems were caused by groundwater seepage. D. Brown noted the city is working on phase two of storm water management. They are taking these water problems seriously and we might get some improvement that way.

The director reported she attended Spring Institute, an MLA sponsored teen and children's focused seminar, for the first time in April. KPL Teen librarian, Kevin King, was co-chair of this very successful event. President Godfrey appreciated his efforts and noted his state-wide leadership reflects well on KPL. A. Rohrbaugh added that his role is appreciated in the state.

XIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Dennis Weber, 901 Jenks Blvd., and Mary Ann Sydlik, 1908 Hillsdale, candidates for KPL Library Trustee in the May 3, 2005 election, each introduced themselves to the board.

IX. TRUSTEE COMMENTS

J. VanderRoest attended a recent Global Reading Challenge at Oshtemo and was amazed by the depth and breadth of knowledge the participating 4th and 5th graders demonstrated. He very much enjoyed the competition and was impressed by the whole event.

He also indicated the bylaws need to be completely rewritten rather than just requiring the minor revisions he expected to make.

In addition he attended the History, Arts and Libraries budget hearing with the director and D. Brown and testified briefly. He felt a strong level of support for libraries from Senator George and his staff.

D. Brown agreed there is good support for libraries from the senator. He hopes attendance by library representatives made a difference.

President Godfrey said she also attended one of the Global Reading Challenge events and that the amount of detail the children have in mind is impressive. She reminded trustees the final challenge is at 1:00 p.m. on May 13 at Fetzer Institute. Our top team will be competing against the top teams from Seattle and Fraser Valley (former director Saul Amdursky's library).

She also mentioned she was pleased when she heard Marybeth Smith's name mentioned and linked to KPL when Ms. Smith was volunteering for a WMUK fundraiser.

X. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:20 p.m.

Acting Secretary